



JANINE GRANT
CONSULTING
RESEARCH. STRATEGY. ADVOCACY. MANAGEMENT

CONSULTANT ENGAGEMENT POLICY

2021

CONSULTANT ENGAGEMENT POLICY

Purpose.

1. The Consultant Engagement Policy specifies how Janine Grant Pte Ltd. (Janine Grant Consulting) engages consultants for work on specific contracts or grants awarded to Janine Grant Consulting.

Scope.

2. This policy applies to all consultants engaged by Janine Grant Consulting.

Contracting.

3. Consultants contracted by Janine Grant Consulting are not employees of the company and are not entitled to benefits beyond those stipulated in their Memorandum of Understanding.
4. Consultants sign a Memorandum of Understanding (MOU) with Janine Grant Consulting for a minimum period of one year. The purpose is to allow consultants to participate in a variety of assignments without having to sign an MOU for each assignment. This approach also accommodates assignments which may take longer to complete than anticipated.
5. The MOU does not specify specific assignment details. Details are provided in Work Agreements annexed to the MOU and agreed via email with the consultant for individual assignments.
6. Daily rates are agreed based on the consultant's experience, budget and scope of work detailed in the Work Agreements and Terms of Reference for the assignment for which Janine Grant Consulting has been contracted.
7. Consulting has been contracted.

Termination.

8. Either party may terminate an MOU or Work Agreement at any time for any reason by giving fifteen (15) calendar days' written notice, except that Janine Grant Consulting may terminate the Consultant immediately for causes, including but not limited to, any breach of the Consultant's obligations under the Work Agreement and Janine Grant Consulting's Code of Conduct.
 - a. The Agreement may be terminated where events outside the control of either party are such that the Agreement cannot continue (and all consideration due to that point shall be paid). Neither party shall be liable for any failure to perform or for any delay in performing their obligations under this Agreement where the cause of such failure or delay is beyond that party's reasonable control (*force majeure*). The party claiming suspension of its obligations for this reason must immediately give written notice to the other.

- b. As Agreements are externally funded, should for whatever reason funding be suspended or terminated, Janine Grant Consulting may vary or terminate the Agreement.

Obligations of the Consultant.

9. The Consultant agrees to: i) Carry out his/her duties at the highest level of professional and ethical conduct; ii) Work in partnership and consultation with Janine Grant Consulting and other relevant staff/consultants at all times; iii) Comply with all reasonable and lawful directions related to the assignment given by Janine Grant Consulting; iv) Refrain from acting in a manner which brings, or could bring, Janine Grant Consulting into disrepute.
10. The Consultant shall be solely liable for claims by third parties arising from the Consultant's own negligent acts or omissions in the course of performing their assignment, and under no circumstances shall Janine Grant Consulting be held liable for such claims.

Travel.

11. When travel for an assignment is required, consultants are entitled to reimbursable travel costs, including flights (economy class only unless there is a prior agreement for business class), per diems (rate agreed within individual contracts) and visa costs if necessary. All receipts for flights and boarding passes must be submitted (electronic copies are sufficient) with consultant invoices.
12. Consultants are responsible for their own travel and health insurance and must ensure they meet any entry requirements including proof of insurance and up-to-date vaccinations required by countries where they are traveling to undertake an assignment for Janine Grant Consulting.

Taxes.

13. Janine Grant Consulting will not be responsible for any taxes nor accept any liability for taxation in any country arising from performance of this Agreement by the Consultant, unless expressly specified in the Work Agreement.

Confidentiality and copyright.

14. The Consultant acknowledges that during the course of their assignment he/she will be dealing with and will have access to information on matters of a confidential nature relating to the business of Janine Grant Consulting and its clients. The Consultant undertakes that during the period of his/her engagement or after the termination thereof he/she will keep all information obtained in the course of engagement confidential.
15. Janine Grant Consulting holds all copyrights, title rights, design rights, patents and all other proprietary rights relating to any material produced under this Agreement, unless agreed otherwise in writing. The Consultant agrees that such materials shall not be published or made use of in any way without the prior written approval of Janine Grant Consulting.